07657. h. 11.

LAWS,

ORDERS, and REGULATIONS

OF THE

Middlesex Hospital,

FOR

SICK AND LAME PATIENTS,

LYING-IN

MARRIED WOMEN,

AND

PERSONS AFFLICTED WITH CANCER.

LONDON.

PRINTED

BY

J. SMEETON, IN ST. MARTIN'S LANE, CHARING CROSS.

M.DCC.XCIII.

BRITISH MUSEUM
28
53
AUG

CONTENTS.

Page.

TITLE and Institution of the Hospital - 1
Number of Officers and Servants - - - 2
Qualifications of Governors, &c. - - - - - 3
Honorary Governors - - - - - - - - - 4
New Governors when allowed to vote - - - 5
Proxies, Rules for - - - - - - - - - - 5
Benefactions by Will - - - - - - - - - 6
General Laws - - - - - - - - - - - 6
Courts, Boards, and Committees, how regulated and appointed - - - - - - - - - - 7
Rules at all Meetings - - - - - - - - - 9
Officers, how elected - - - - - - - - - 9
Servants, how appointed - - - - - - - - 10
Questions, &c. how determined - - - - - - 10
Adjournment, how regulated - - - - - - - 11
Minute Books, Rule concerning - - - - - 11
Contracts for Building, &c. for Medicines, and for all Necessaries, how to be managed - - 12
Laws concerning Tradesmen, and inferior Officers 12
Benefactions and Contributions, how recorded 12
Bankers appointed to the Hospital - - - - - 13
Particular Benefactions, how applied - - - 13

Current

Page.
Current Expences, how ſupplied - - - - - 13
Pupils, Apprentices, Houſe Surgeon, &c. general Rules concerning - - - - - - 14, 40, 43
Patients, general Rules concerning - - - - 15
Annual Feaſt - - - - - - - - - - - - 15
Poor's Box - - - - - - - - - - - - - 15
Servants, general Laws concerning - - - - 16
Quarterly General Courts - - - - - - - - 17
Special General Courts - - - - - - - - 18
Weekly Boards - - - - - - - - - - - - 19
Medical Committee - - - - - - - - - 21
Committee of Accounts - - - - - - - - 22
Treaſurers - - - - - - - - - - - - - 23
Chaplain - - - - - - - - - - - - - - 24
Medical Department - - - - - - - - - 25
Apothecary - - - - - - - - - - - - - 27
Secretary - - - - - - - - - - - - - - 30
Matron - - - - - - - - - - - - - - - 33
Houſe Viſitors - - - - - - - - - - - - 34
Vacancies, Candidates, and Elections - - - 35
Rules, at an Election, by Ballot - - - - - 37
Collector - - - - - - - - - - - - - - 39
Nurſes - - - - - - - - - - - - - - - 43
Porter - - - - - - - - - - - - - - - 44
Laboratory and Surgery Man - - - - - - 45
Meſſenger - - - - - - - - - - - - - - 45
Interior Servants - - - - - - - - - - - 45
Patients - - - - - - - - - - - - - - - 46
Lying-in Patients - - - - - - - - - - - 48
Cancerous Patients - - - - - - - - - - - 49
Diet - - - - - - - - - - - - - - - - 53
Laws, how to be made - - - - - - - - - 53

LAWS, ORDERS, &c.

The Hoſpital, its Title, and Inſtitution.

THIS Charity, called the MIDDLESEX HOSPITAL, was inſtituted for the reception of SICK and LAME PATIENTS, and for the relief of LYING-IN MARRIED WOMEN; to ſupply the indigent and laborious poor of both ſexes, with advice, medicine, diet, lodging, and other neceſſaries, when afflicted with diſeaſe, or rendered by accident incapable of ſupporting themſelves and families: and further, in the year 1792, through the munificence of a very humane benefactor, an eſtabliſhment has been provided for patients afflicted with CANCER.

Officers and Servants.

A PRESIDENT.
Twelve Vice-Preſidents.
Two Joint Treaſurers.
Three Phyſicians.
Phyſician Man-Midwife.
Three Surgeons.
Chaplain.
Apothecary.
Secretary.
Matron.
Collector.
Porter.
Laboratory and Surgery Man.
Meſſenger.
Nurſes in Sick Wards.
Cook.
Houſe Maid.
And other Aſſiſtants when wanted.

Qualifications of Governors, Subſcribers, and Contributors, their rights, privileges, and power of recommending patients.

That every Gentleman, or Lady, ſubſcribing thirty guineas at one time, or three guineas annually, be entitled to recommend three ſick or lame in-patients, and eight out-patients yearly, two of which may be pregnant women.

That every Subſcriber of fifty pounds at one time, or five guineas annually, be entitled to recommend five ſick or lame in-patients yearly, beſides any number of out-patients, three of which may be pregnant women.

That every Subſcriber of one hundred pounds at one time, or ten guineas annually, be entitled to recommend any number of ſick or lame, in or out-patients, yearly.

That every Subſcriber of three guineas, or more, annually, ſhall be a Governor of this Hoſpital; and that every Subſcriber of thirty guineas or upwards at one time, ſhall be a Governor for life.

That every Subſcriber of two guineas annually, may recommend one ſick and lame in-patient, and three out-patients yearly.

Honorary Governors.

That all honorary Governors, have equal rights and privileges with other Governors ſubſcribing thirty guineas at one time.

That the conſideration of making honorary Governors, be always referred to a Quarterly General Court.

That the annual ſubſcriptions be paid in advance for the current year, within twelve months after they become due; and that every Subſcriber in arrear, be not entitled to recommend any patient, nor to any privilege as a Governor, till his, or her ſubſcription be paid.

That the Preſident, Vice-Preſidents, and every Governor, beſides the power of recommending patients as before limited;

have likewiſe a right to attend every General Court, Weekly Board, or Committee; and to debate and vote on any queſtion.

That no Governor ſhall vote on any point wherein he is perſonally intereſted.

That every new Governor have a right, on paying his ſubſcription, to recommend patients, to attend all meetings of the Governors, and to debate and vote on all queſtions, except in the election of Officers; in which caſe, no ſuch Governor ſhall have a right to vote, unleſs his ſubſcription ſhall have been paid at leaſt twenty-eight days previous to the day of election. Nevertheleſs, every perpetual Governor ſhall be entitled excluſively to all rights and privileges of other Governors, immediately on payment of his benefaction.

That every Lady, being a Governor, ſhall have a right of voting on all elections by letter or note, ſpecifying the name of the candidate for whom her vote is given, dated and ſigned by the Lady herſelf.

That the following form of a LEGACY be recommended to all benevolent perſons who chuſe to become Benefactors to this Charity, by Will.

ITEM. *I give and bequeath to* A. B. *and* C. D. *the Sum of upon truſt, and to the intent, that they, or one of them, do pay the ſame to the Treaſurer or Treaſurers for the time being, of a Society, who now call themſelves* GOVERNORS *of the* MIDDLESEX HOSPITAL *for the reception of ſick and lame patients, and for the relief of lying-in married women: which ſaid ſum of I deſire may be paid out of my perſonal eſtate, and be applied towards carrying on the charitable deſigns of the ſaid Society or Governors.*

General Laws.

Government of the Hoſpital.

That for the well governing of this Charity, Quarterly General Courts, Special General Courts, Weekly Boards, Medical, and

and other Committees, be formed and regulated, as herein after declared, under their reſpective titles, and that all Boards, and ſtanding Committees be appointed by a Quarterly General Court.

That a Quarterly General Court be held at the Hoſpital, at eleven in the forenoon, on the firſt Thurſday in the months of February, May, Auguſt, and November, in each year.

That Special General Courts be called at any time between the Quarterly Courts, either by order of a Quarterly Court, or of a Weekly Board, at the demand of the Treaſurers, or any five of the Governors.

That all General Courts, and Weekly Boards, may appoint Committees, neceſſary for carrying on the buſineſs.

That the Preſident, Vice-Preſidents, and Treaſurers be members of all Committees.

That twenty-four Governors be appointed for a Weekly Board, to meet every Tueſday; and twelve for a medical Committee, including the Phyſicians, Phyſician

Man-Midwife, and Surgeons of this Charity, to meet every Saturday in each week.

That each Committee meet at the Hospital, at eleven in the morning precisely, or at any other convenient time; and that their proceedings be reported, separately, to the next Quarterly Court.

That the proceedings of all Special General Courts, Weekly Boards, and Committees be referred to the next Quarterly General Court.

That before the chair is taken at every General Court, and Weekly Board, the following form of prayer be first read by the Chaplain, if present, and in his absence by the Secretary.

Let us Pray.

" Almighty and everlasting God, who
" hast taught us that all our doings
" without charity are nothing worth,
" pour into our hearts that most ex-
" cellent gift of charity, the very bond

" of

" of peace, and of all virtues; without
" which, whoſoever liveth, is counted
" dead before Thee. We moſt ear-
" neſtly beſeech Thee to ſend thy bleſ-
" ſing on the Preſident, Vice-Pre-
" ſidents, and Governors of this Hoſ-
" pital, and on all thoſe who are en-
" gaged in this great labour of love.
" Let thy favor and loving kindneſs
" diſtil upon us as the dew of heaven;
" and proſper all our endeavours with
" continual ſucceſs, through Jeſus
" Chriſt our Lord; in whoſe moſt
" holy name and words we further
" call upon thee, ſaying, *Our Father*,
" &c."

Rules to be obſerved at all meetings of the Governors.

That at all meetings for tranſacting the buſineſs of this Charity, the Preſident being abſent, the Vice-Preſidents by ſeniority take the Chair; and neither being preſent, a Chairman be choſen by the majority of Governors.

Officers elected at a General Court.

That the Preſident, Vice-Preſidents, Treaſurers, Chaplain, Phyſicians, Man-Midwife, Surgeons, Apothecary, Secretary, Collector

Collector and Matron, be elected at a Quarterly or Special General Court, and be ſubject to the rules and orders mentioned under the title of their reſpective offices.

That the Preſident be choſen for life, and the Vice-Preſidents and Treaſurers annually elected; or continued in their offices at the Quarterly General Court in February.

Servants appointed by Weekly Boards.

That the Porter, Laboratory and Surgery Man, Nurſes, Cook, Houſe-Maid, and other menial Servants be appointed, hired and diſcharged by the Weekly Board, and that they be ſubject to the General Laws, and to all the duties, rules, and orders mentioned under the title of their ſeveral employments, and that their annual wages be ſettled by a Weekly-Board.

That all queſtions be determined by holding up of hands, diviſion, or ballot, if demanded by three Governors; and, the numbers being equal, the Chairman have a ſecond or caſting vote.

That if diſputes ariſe upon any queſtion, at any General Court, Weekly-Board, or Com-

Committee, ſuch queſtion be written and fairly ſtated by the Chairman, and determined by the majority.

That at all public meetings of this Hoſpital, every perſon ſpeaking, addreſs himſelf to the Chair, ſtanding.

That if two perſons offer to ſpeak at the ſame time, the Chairman direct which of them ſhall proceed; and that any Governor calling to order be firſt heard.

That no General Court, Weekly-Board, or Commitee be adjourned, till the majority of Governors preſent, on the queſtion being put and ſeconded, agree thereto.

That when the buſineſs is finiſhed, the minutes of every meeting be read and ſigned by the Chairman.

That no perſon, except the Secretary, enter a minute, or write any thing in the minute books, without order of the Chairman preſiding at every meeting, legally conſtituted, during the ſitting of ſuch meeting.

That General Courts, Weekly Boards, or Committees, appointed for the purpoſe, ſhall

Rules for the management of the Hoſpital.

ſhall order, contract, or agree for all buildings and improvements, as well as for all neceſſaries.

That all drugs, medicines, materials, and neceſſaries, be of the beſt qualities and bought from Perſons who will furniſh them at the cheapeſt rate.

That no Tradeſman, or officer, employed or nominated by, and under the direction of a Weekly Board, be diſmiſſed without order of that Board, or a ſuperior Court; but every ſervant hired by the Weekly Board may be ſuſpended until the next Weekly Board, by either of the Treaſurers.

That every Tradeſman ſerving the Hoſpital, deliver in with all Goods, Bills of Parcels for the ſame; and any Tradeſman neglecting to ſend ſuch bills, or their quarterly accounts, when ordered, may be diſcharged from ſerving the Hoſpital.

That no Tradeſman furniſh any Goods, &c. to this Hoſpital without a written order ſigned by the reſpective officer.

That the names of all Benefactors by Will or otherwiſe of £.100 and upwards, together

together with their reſpective Benefactions, be inſcribed on a tablet, prepared for that purpoſe.

That Meſſrs. COUTTS and C°. in the *Strand*;

Meſſrs. HOARE, *Fleet Street*;

Meſſrs. DORSET and C°. *Bond Street*;

Meſſrs. WALPOLE and C°.

Meſſrs. DRUMMOND, *Charing Croſs*;

Meſſrs. CROFT and C°. in *Pall Mall*, Bankers, be appointed to receive annual ſubſcriptions and benefactions.

That all ſums ariſing from benefactions for particular uſes, and inveſted in the public funds, be kept as a ſeparate account, to be applied according to the intention of the Benefactor.

That a Quarterly or Special General Court only, be impowered to apply all other monies belonging to the Hoſpital, (except ſuch as are ſet aſide for particular purpoſes).

That the current expences be ſupplied as far as poſſible, from the annual ſubſcriptions, and intereſt of the ſeveral ſums, belonging to the Hoſpital.

That

That all buildings or alterations, the expence of which may appear by eſtimate to exceed the ſum of ten guineas, ſhall be made by contract, and ſhall not be undertaken without the concurrence of a General Court.

That the Phyſicians and Surgeons be allowed pupils, who ſhall be admitted by the Weekly Board, and their names entered in the minutes.

That the Houſe Surgeon be recommended by the Surgeons of the Hoſpital, and approved by the Weekly Board.

That all patients recommended by Governors and Subſcribers, be admitted in or out patients, as the Weekly Board ſhall determine; and, that accidents be received at all times without recommendation.

Children, perſons already blind, or in danger of loſing their ſight, and perſons afflicted with palſey, ſhall not be admitted, without ſuch ſecurity for their removal being given, as the Weekly Board ſhall require.

That the Apothecary, Secretary, Matron, and all menial ſervants, ſhall, beſides their wages,

wages, be provided with lodging, washing, and board, as regulated under the title of diet.

That all patients dying, unless taken away by their friends, be buried at the expence of the Charity, except persons coming from any parish workhouse; the officers of which shall be required to give security to the Weekly Board for such burial, on admission.

That there be an annual feast, at the direction of a Committee to be appointed for that purpose.

That a poor's box be provided with two keys, to be lodged with the Treasurers; and that the money collected therein be taken out at every Quarterly Court.

That no servant be hired on terms of a month's wages, or a month's warning; and, that gratuities be given to servants, who may be thought, by a Weekly Board, to have deserved them.

That the servants have inventories delivered to them by the Matron of such things as may be committed to them, and that they be answerable for furniture, utensils,

ſils, and neceſſaries, in their reſpective departments; and that when any thing is broken, ſpoiled, or worn out, they report the ſame to her.

That all ſervants on being hired, be acquainted, that they are to do any buſineſs the neceſſity of the Charity requires, though not immediately belonging to their particular ſtation.

That no Perſon be admitted to viſit the Patients or Nurſes, except between the hours of four and ſeven from Lady Day to Michaelmas, and from three to five o'Clock from Michaelmas to Lady Day, unleſs a ſufficient reaſon for wiſhing to have ſuch Permiſſion be given to the Apothecary, Houſe Surgeon, Matron or Secretary.

Rules reſpecting ſervants.

That all ſervants ſift the cinders of the particular Wards and Apartments, they have the care of.

That the laws, rules, and orders, reſpecting the conduct and behaviour of the officers and ſervants, be printed, read and delivered to them by the Secretary on their admiſſion; and that ſuch laws, rules, and orders,

orders, be fixt up in their ſeveral wards and apartments.

That no officer, ſervant, or patient diſcharged for miſconduct or ill behaviour, be ever re-admitted.

That the officers and ſervants, dine at three every day, and ſup at nine o'clock.

That no officer, ſervant, or other perſon belonging to this Hoſpital, ſhall on any pretence, directly, or indirectly, take a fee, reward, or gratuity, from any perſon whatever, on pain of immediate expulſion.

Quarterly General Courts.

That the meeting of all Quarterly General Courts, be at eleven in the morning; and that in caſes of an election, ſuch Courts conſiſt of fifteen Governors; but on all other occaſions, nine ſhall be deemed a Court.

That, in ſome one, or more of the public papers, notice be given of every Quarterly Court, by order of a Weekly Board, ſeven days at leaſt before the meeting of the ſame; and that the Secretary ſummon every

Governor four days at leaſt before the holding ſuch Court.

That at every Quarterly General Court the minutes of the preceding Quarterly Court be firſt read, and confirmed, with ſuch alterations and amendments as the majority ſhall think proper. And likewiſe, that the minutes of a Special General Court, Weekly Board, and Committees from the preceding Quarterly Court be read and determined in like manner.

That the Quarterly General Court, after the ordinary buſineſs is finiſhed, may proceed to any new matter referred to their diſcuſſion, of which the Governors ſhall have had notice in their ſummonſes.

That a Quarterly General Court be governed in all other proceedings by the General laws.

Special General Courts.

That the Buſineſs, for which a Special General Court is required, ſhall be ſtated in writing, and ſigned by the Treaſurers, or any five Governors, entered on the

minutes of a Weekly Board, and ſubject to the Regulations of Quarterly General Courts.

Weekly Boards.

That three Governors be ſufficient to conſtitute a Board; and that the Chairman be choſen by them, with preference to the perſons nominated for that Board.

That at the hour of eleven, the Secretary examine the recommendatory letters whether they come from Governors who have complied with the Laws of the Hoſpital: and ſuch Governors as ſhall appear not to have conformed to the Laws, ſhall be acquainted therewith, as a Reaſon for their Recommendation not being received.

That when the recommendatory letters have been ſo examined, they be delivered to the attending Phyſician, or Surgeon, who ſhall determine, whether the perſons recommended, be proper for in or out-patients.

That the Governors preſent, diſcharge all patients reported fit for diſmiſſion; and

then admit the patients recommended; with particular attention to ſuch objects as appear to ſtand moſt in need of immediate relief.

That no patient be deemed incurable and diſcharged as ſuch, without the approbation of the majority of the medical gentlemen.

That when the buſineſs of diſcharging and admitting patients is finiſhed, the minutes of the preceding Weekly Board be read and confirmed; with ſuch alterations and amendments as the majority ſhall think proper: but no confirmation, alteration, or amendment, ſhall take place unleſs three Governors be preſent.

That the Board, inſpect, audit, ſettle, and ſign the weekly expences of the Secretary and Matron.

That, every Quarter, they appoint two Governors, or Subſcribers, who are not officers of the Houſe, to viſit the Hoſpital: whoſe reports are to be written in a book for that purpoſe, and ſigned by them.

That the Board have power to regulate the conduct of the Hoſpital, in every department, conſiſtent with the general laws.

That

That they conſider all reports from the Committee of Accounts, and order ſuch tradeſmens bills to be paid as they ſhall think proper; inſerting in the minutes of the Weekly Board, their reaſon for poſtponing the payment of any bill preſented to them.

That after the ordinary Buſineſs is finiſhed, the Board may proceed to any new matter.

Medical Committee.

That three of the Committee conſtitute a Board; to whoſe immediate direction, all medical buſineſs whatever ſhall be ſubmitted; with a power of making rules and orders neceſſary for conducting the ſame.

That the Committee inſpect the Surgery, Laboratory and Apothecary's ſhop; and have the right of examining and ordering all medicines, drugs, utenſils, and other neceſſaries belonging to ſuch department.

That ſamples of all drugs from different druggiſts, with the prices affixed, be laid before this Committee.

That they examine and give directions concerning the diet of the patients.

Committee of Accounts.

That this Committee conſiſt of twelve Governors; that they meet according to the ſummonſes of the Weekly Board; and that three Governors conſtitute a Committee.

That they examine all bills and audit the ſame, comparing them with the bills of parcels, and the accounts kept in the books of the Hoſpital.

That once in every year, not leſs than fourteen days before the Quarterly General Court to be held on the firſt Thurſday in February, they meet, and audit the ſeveral payments and receipts of the Treaſurers to the 31ſt of December preceding, inclu-ſive; take an account of the balance in their hands, or inveſted in the public funds or other ſecurities; draw up and return in writing a general ſtate of the debts and credits of the Hoſpital; and that previous to the printing of the annual

accounts

accounts they prepare a correct copy for the inſpection and approbation of the Quarterly General Court in February.

Treaſurers.

That the Treaſurers receive all intereſt due, all monies paid for the uſe of the Hoſpital, and keep a regular account thereof, wherein the names of perſons by whom ſuch monies have been given, the manner in which the payments have been made, and the purpoſe for which they are deſigned, ſhall be entered.

That they pay all ſums whatever, neceſſary for the ſervice and ſupport of the Charity; as directed by any General Court, or Weekly Board; and keep a written account of all ſuch payments.

That all money be depoſited, at the direction of a Quarterly Court, in the hands of a banker, for the uſe of the Hoſpital; and that, from time to time, it be inveſted by the Treaſurers in ſome of the public funds, or other ſecurities, as ſhall be thought moſt advantageous by a Quarterly Court or

Weekly Board; and that the ſtock ſo purchaſed, be transferred into the names of the Treaſurers for the time being, in truſt for the Charity: and that the Treaſurers do accordingly execute a declaration of truſt, reporting the ſame to the Weekly Board, to be entered in their minutes; and that ſuch declaration be lodged in the Hoſpital.

That when the Committee meet, for the inſpection of the annual accounts, the Treaſurers lay before them a written account of their receipts and payments for the year, to the 31ſt of December preceding, incluſive, together with an account of all monies whatever belonging to the Hoſpital.

Chaplain.

That it be the duty of the Chaplain to read prayers in the Hoſpital, on Wedneſdays and Fridays; and to preach every Sunday at ſix in the evening.

That he attend and viſit the patients, when called upon, read prayers to them, and inſtruct them in their duty, according

to the principles of the Proteſtant religion; and that he be allowed a ſalary.

Medical Department.

That every Phyſician, eligible to this Hoſpital, be either a fellow, candidate, or licenciate of the College of Phyſicians, or a medical graduate of the univerſities of Oxford, Cambridge, or Dublin.

That the Man-Midwife, eligible to this Hoſpital, have a degree of doctor of phyſic.

That every Surgeon, eligible to this Hoſpital, be bred to that profeſſion, and a member of the Surgeon's company; that he ſhall not at the time of election, or at any time during his continuance in the Hoſpital, practiſe either as an Apothecary, or Man-Midwife.

That the Phyſicians, Man-Midwife, and Surgeons, ſhall not belong to any hoſpital, or inſtitution for ſick and lame, while they continue to officiate in this Charity; nor be employed in any public capacity, that may

may render them liable to be called away from their attendance on the Hoſpital, except Phyſicians and Surgeons in his Majeſty's ſervice.

That one Phyſician and one Surgeon, attend at eleven every Tueſday morning.

That the Phyſicians and Surgeons meet for conſultation every Monday at eleven in the morning; but that no conſultation, be held on any patient, unleſs deſired by the perſon who has the care of ſuch patient.

That on every Monday, the Phyſicians and Surgeons deliver to the Apothecary in writing, an account of patients fit to be diſcharged at the next Weekly Board.

That in caſe of any medical perſon being prevented by illneſs, or other accidental cauſe, from attending his duty, the patients be taken care of, by ſome other of the medical gentlemen belonging to this Hoſpital.

That no gentleman of the faculty belonging to this Hoſpital, abſent himſelf without acquainting the Weekly Board; and

and unleſs his duty be provided for in the manner before directed.

That no Surgeon perform any capital operation, without a conſultation with the Phyſicians and Surgeons, ſummoned for that purpoſe; except in caſes of abſolute neceſſity.

Apothecary.

That the perſon eligible to this office, ſhall reſide in the Hoſpital, have a ſalary, and be allowed the privilege of taking one apprentice, and one pupil, or two pupils; one of whom only ſhall be at liberty to reſide in the Houſe, and ſhall pay in advance, twenty-five guineas per annum for his board and lodging, unleſs otherwiſe ordered by a General Court.

That the Apothecary ſhall not attend lectures, nor viſit any private patient; nor be engaged in any other buſineſs than that of this Charity, without leave of the Phyſicians. That he never quit the Hoſpital at the ſtated hours, in which the medical

gentlemen

gentlemen attend, nor at any other time without leaving a proper perſon in his department, nor be abſent after twelve o'clock at night without leave of a Weekly Board.

That he keep a regular account of all drugs, medicines, and neceſſaries brought into the Apothecary's ſhop, and laboratory, according to the bills of parcels delivered; and that he take care the utenſils, medicines, &c. under his inſpection be neither waſted nor miſ-applied.

That on the Wedneſday preceding every Quarterly Court, he prepare for their inſpection, a liſt of all in-patients, and the dates of their admittance into the Hoſpital, with the names of their reſpective Phyſician and Surgeon: and a liſt of all out-patients who have been on the books above two months.

That he enter in his Weekly account all medical and chirurgical patients admitted and diſcharged; thoſe who have been in the Houſe two months; thoſe who have died, and ſuch as have been buried by the Hoſpital, or otherwiſe.

That

That he diſpenſe all medicines to the patients, according to the direction of their reſpective Phyſician, Man-Midwife, or Surgeon; that he ſerve no out-patient with medicine at any time, but by order, without entering the ſame upon the out-patient book; nor make any alteration in the medicines ordered by the Phyſician for any in-patient, without entering the ſame immediately upon the Phyſician's book.

That he obſerve all orders of any Court, Weekly Board, and Medical Committee.

That he fix a ticket on every bed, ſpecifying the patient's name, diſorder, and time of admiſſion; with the name of their Phyſician and Surgeon, and recommending Governor, and the place of the patient's laſt abode.

That he daily acquaint the Matron with the number of patients on each diet.

That he enter in a book fairly written, all medicines, ſpecifying the quantities, and the time when made up by him, for the inſpection of the Medical Committee.

That he ſign the tickets for leave of abſence to medical in-patients.

Secretary.

Secretary.

That the perſon eligible to this office be a ſingle man, reſide in the Hoſpital, and follow no other employment; and that he have a ſalary, and give ſuch ſecurity as a Weekly Board may think ſufficient.

That the Secretary attend the meetings of all Courts, Weekly Boards, and Committees, and do not abſent himſelf, or lie out of the Hoſpital without leave from a Weekly Board.

That he examine all recommendatory letters brought to the Board, and mark them with red ink; diſtinguiſhing the amount of each Governor's ſubſcription, the number of patients admitted within the year, and if any upon the books at the time.

That he make entries, fairly written, of all the tranſactions of every Court, Board, and Committee, in the books for that purpoſe; and do not enter any thing, but by order of ſuch meeting, nor alter or eraſe

any

any part of them, or allow any perſon to do the ſame; nor permit any books or papers belonging to this Hoſpital to be removed, without leave of a Weekly Board.

That he write and ſend all letters, and execute all orders, he may receive from any Court, Weekly Board, or Committee.

That he take care to keep the quarterly liſts of the Governors perfectly complete.

That he keep a correct liſt of the date and value of all new ſubſcriptions, with the Subſcribers names, and take care to inſert the ſame in the quarterly liſts at the proper time.

That he enter, every day, in the day book, each bill of parcels delivered in, ſpecifying the reſpective articles.

That he enter, and fairly keep a regular account of all ſums whatſoever received, ſpecifying by whom, and for what purpoſes given; and per contra all monies diſburſed, in a ſeparate book, under the direction of the Weekly Board.

That when the Committee of Accounts ſhall have paſſed the tradeſmen's bills, and ordered them to be preſented to the

Weekly

Weekly Board for payment; the Secretary lay before the Weekly Board, the balance of current cash in hand, that they may regulate their proceedings accordingly.

That he account to the Weekly Board for all monies received and disbursed by him for petty expences; and that he settle the balance of each week, carry forward the remainder, and enter quarterly, in the account as above, the sum total of such expences.

That he regularly keep the several books, papers, accounts, letters, affidavits, and all other papers within the Hospital, in such manner as they may be readily referred to.

That he keep a list of all nurses approved by a Weekly Board.

That, when ordered, he send a letter to every annual Subscriber, informing them, that their subscriptions in advance for the current year are due; and report the same to the next Weekly Board.

Matron.

Matron.

That the perſon elected to this office, reſide in the Hoſpital, and have a ſalary.

That ſhe inſpect and take proper care of all houſhold goods and furniture; and that on the Weekly Board day preceding each Quarterly Court, or at any other time when required, ſhe make out an inventory of all ſuch goods, and furniture, ſpecifying the condition they are in.

That ſhe take care the proviſions be good, not waſted nor conveyed out of the houſe.

That ſhe ſuperintend all ſervants under her; ſee they do their duty according to the laws of the Hoſpital, and report any miſbehaviour or neglect to the Weekly Board.

That ſhe viſit the wards once every day at leaſt, ſee that the nurſes keep them clean, and in every reſpect decent; and that they do their duty.

That ſhe take care the ſervants carry the aſhes to the proper place, and ſift the cinders of their reſpective departments.

That ſhe ſee all the meat and other proviſions weighed, mark any difference on the reſpective bills of parcels, and report the ſame to the next Weekly Board.

That ſhe lay before each Weekly Board for their examination, an account of all monies received and diſburſed by her for petty expences; and that ſhe ſettle the balance weekly, and carry forward the remainder.

Houſe Viſitors.

That all Governors and Subſcribers viſiting the Hoſpital, have white wands delivered to them by the porter, as a mark of their being on that duty.

That viſiting Governors be requeſted to inquire, whether the patients have been carefully attended; whether proviſions have been duly diſtributed; and whether

the patients or ſervants have been guilty of any improper or diſorderly behaviour; and that their report be laid before the next Weekly Board.

Vacancies, Candidates, and Elections.

That, on any vacancy to be filled up by election at a general Court, the Weekly Board, or Treaſurers, direct the Secretary to inſert, in one or more of the public papers, the following form of advertiſement; and that he report to the next Weekly Board, the day when it was inſerted; that a minute may be made thereof.

Middleſex Hoſpital.

By the death (reſignation or otherwiſe) of A. B. ——— to this Hoſpital, a vacancy is hereby declared.

By order of the Weekly Board (or Treaſurers)

Signed ——— Secretary.

That the publication of the above advertiſement be deemed the declaration of ſuch vacancy, and that any perſon intending to be a candidate, may canvaſs and make intereſt from that day: but, if it ſhall appear, that any perſon admitted as a candidate, has made intereſt to obtain any votes, letters, or promiſes, before the inſertion of ſuch advertiſement, ſuch perſon ſhall be deemed ineligible.

That, after the declaration of a vacancy, any perſon may offer him, or herſelf, as a candidate, to the next or any ſubſequent Weekly Board; and, that his, or her name be entered in the minutes as ſuch, in caſe the Weekly Board ſhall think proper: provided, nevertheleſs, that the name of every candidate be entered in the minutes of a Weekly Board, on or before the Board Day, next but one, preceding the day of election.

That no perſon, who is not entered as a candidate in the minutes of a Weekly Board, be capable of being ballotted for.

That the day of election for ſupplying any vacancy, be fixed, at leaſt one month,

and

and not more than two, after the day ſuch vacancy ſhall have been declared.

Rules at an Election by Ballot.

That on the day of election, the chairman ſhall firſt order the names of the candidates to be read, together with all minutes made by the ſeveral Weekly Boards, reſpecting the election; and that the names of all candidates be entered in the minutes of that day, and that they be ballotted for accordingly.

That at all elections, the Secretary make out a compleat alphabetical liſt of Governors having a right to vote.

That the chairman then appoint two Governors to receive the ballots, and two more to mark off the names of Governors voting.

That one or more covered glaſſes be provided, with a ſufficient opening to receive the ballotting papers.

That ballotting papers, with the names of the ſeveral candidates be provided.

That two papers be prepared with columns, and intruſted to the care of two Governors, who are to mark down under each candidate's name, the votes declared in their favor.

That the ballotting glaſſes be placed in ſome conſpicuous part of the room; and that the Governors appointed to them, do not receive the ticket of the ballotting Governor, till his name ſhall be marked off in the liſt.

That files be provided to receive the ballotting papers for each candidate, and that one Governor be appointed to each file.

That, at all elections, the ballot begin at eleven in the morning, and be cloſed at two preciſely; when the ballotting glaſſes ſhall be placed before the Chairman, and the candidates ſhall withdraw.

That the Chairman then receive and examine the ladies letters and proxies; and delivering them to be placed on the reſpective

ſpective files, declare the name of the candidate for whom they are intended.

That the Chairman do then open the ballotting-glaſſes, and take out the papers one by one, naming the candidate expreſſed therein; and deliver them to be put on the proper files.

That when all the balloting papers are filed, the numbers for each candidate be carefully caſt up, and declared; and if there be any difference, the numbers be again compared with the files.

That as ſoon as the ſeveral numbers are determined; they be entered in the minute book, oppoſite to the name of the candidate to whom they belong; and that the candidate who has the majority be declared, and minuted in the books, duly elected.

Collector.

That the perſon employed in this office, ſhall find two reſponſible ſecurities, approved by a Weekly board, who ſhall

jointly and ſeverally, be bound in a bond of three hundred pounds, for the faithful diſcharge of his truſt.

That the collector have ſuch compenſation for his trouble, as the Quarterly Court ſhall direct.

That he obey, and ſtrictly obſerve, all orders he may receive from the Treaſurers, Weekly Board, or any Court.

That, every week, at the time appointed by the Weekly Board, or Treaſurers, he give an account of all monies received.

Houſe Surgeon, Pupils, and Apprentices.

That the perſon to be appointed Houſe Surgeon, ſhall have ſerved an apprenticeſhip in the profeſſion, and ſhall have been regularly entered as a pupil or apprentice of this Hoſpital. That he reſide in the Hoſpital, and pay, on admiſſion, twenty-five guineas for his board and lodging for one year; and at the ſame rate for any remaining term.

That

That he never quit the houſe without leave of the Surgeon of the week; nor, on any account, until a proper perſon be deputed to act for him.

That he do not attend lectures, nor viſit any private Patient, out of the Hoſpital, without leave of the principal Surgeons.

That he attend the Surgeons when they viſit the houſe, minute down all inſtructions reſpecting the patients, and ſtrictly obſerve the directions of the medical Gentlemen.

That he never perform any operation without the direction of the principal Surgeon.

That, whenever a patient be brought into the houſe, whoſe caſe, in his opinion, may require an operation, he ſhall without delay inform the Surgeon, by letter, of the nature of the caſe and the particular circumſtances attending it.

That he ſuperintend the pupils and apprentices during their ſtay in the Hoſpital; take care that they dreſs the patients properly before one o'clock, if poſſible, and ſee that their conduct be decent and orderly agreeable to the rules and orders. And

that

that he report any negligence or miſbehaviour to the Medical Gentlemen or the next Weekly Board: and, in default of which he ſhall be cenſured or expelled as the Weekly Board may think fit.

That he make a return to the Apothecary every Monday Evening of all Accidents received into the houſe, within the week: of the In and Out-patients under the care of the Surgeons, and of thoſe ordered to be diſcharged; and that he give the proper note to the out-patients, who are to return thanks at the Weekly Board, and diſcharge them from the Surgeons books.

That he ſign the tickets for leave of abſence to the Surgeons patients.

That he keep the key of the dead houſe; ſee all deceaſed perſons depoſited therein: and that he never ſuffer any patient, dying in the Hoſpital, to be opened, except in the preſence, or by order, of one of the Phyſicians or Surgeons; and that for every patient to be buried by the houſe, he fill up and ſign the following order to the undertaker for that purpoſe,

A. B.

A. B. having died in this Hoſpital on the day of 179 you are required to bury

Pupils and Apprentices.

That no Pupil or Apprentice do, on any account, enter the Women's Wards, but at the ſtated time of dreſſing the patients.

That they never enter the Apothecary's ſhop or Laboratory, nor ſtay in the Hoſpital after the buſineſs is finiſhed, without leave; and while there, that they behave orderly and regularly, in ſtrict conformity to the laws of the Hoſpital; on pain of expulſion.

Nurſes.

That, in the ſummer half year, they clean their wards every morning before ſeven, and before nine in the winter.

That, in their ſeveral wards, they take care that all fragments of bread be collected every morning, and ſee they are not waſted;

waſted; and that no proviſions be carried out of the Hoſpital by the patients, or brought in for them by their viſitors.

That they ſift the cinders of their reſpective wards, and ſtrictly obſerve all orders given them by the matron.

That they treat all ſtrangers with civility, and the patients with tenderneſs; and on the deceaſe of any patient in their ward, do immediately report the ſame to the Houſe Surgeon or Apothecary.

Porter.

That he conſtantly attend the doors, and all meetings of the Governors, and do not ſuffer any in-patient to go out of the Hoſpital without the proper ticket of leave: and, that he examine all patients and their viſitors going out of, or coming into the Hoſpital, and take care they carry away nothing belonging to this Charity.

That he never quit the hall but by leave or order of one of the officers of the Houſe; nor then, until a proper perſon be appointed to attend for him.

That

That he keep the keys of the doors, and take an account of all perſons belonging to the Hoſpital, who ſhall be abſent at eleven o'clock at night, and enter their names, with the time of their return, in a book for that purpoſe, and lay the ſame before the next Weekly Board.

That he ſift the cinders in the hall.

Laboratory and Surgery Man.

That he execute all orders iſſued by the Weekly Board, or Medical Committee.

Meſſenger.

That he carry out all letters and meſſages reſpecting the buſineſs of the Hoſpital, and follow all directions of the Weekly Board.

Inferior Servants.

That they ſtrictly obey all directions they may receive from the Matron; and obſerve the

the general laws, rules and orders of the Hoſpital.

Patients.

That all perſons attend with their letters of recommendation, by eleven in the forenoon, and that no letters be received after that hour.

That all out-patients provide fillets for bleeding, phials and gallipots for medicine; and neglecting to attend one week, when ordered, be diſcharged, unleſs ſatisfactory excuſe is made.

That, in ſummer, the patients breakfaſt at eight in the morning, dine at one, ſup at ſeven, and go to bed at nine; and, in the winter, breakfaſt at nine, dine at one, ſup at ſeven, and go to bed at eight.

That no perſon be ſuffered to bring liquors or proviſions to the patients.

That no patient talk out of the windows, nor in bed after nine o'clock.

That

That male and female patients never go into each others wards, without leave of the Matron.

That no gaming or ſmoking, be ſuffered in the Hoſpital.

That all patients when aggrieved, complain to the Weekly Board, or viſiting Governors.

That all patients fit to be employed in ſcraping lint, or who may be otherwiſe ſerviceable, ſhall comply with all orders they may receive from the Apothecary or Houſe Surgeon, or on refuſal be diſcharged.

That all patients behave orderly, decently, and regularly, and attend prayers when able.

That all patients to be diſcharged, return thanks to the Weekly Board, and to the recommending Governor or Subſcriber.

That no patient leave the Hoſpital, without a written order for that purpoſe.

Lying-in Patients.

That the Board be at liberty to admit ſuch number of Lying-in Married Women, to be delivered at their own habitations, weekly, as they may judge proper.

That the women who are admitted do attend the Phyſician Man-Midwife, at ten o'clock in the forenoon, on the day following their admiſſion, to receive his advice and inſtructions.

That a ſufficient number of Midwives be appointed to attend the women at their own habitations, during the time of labour, and that they be enjoined to call in the Phyſician Man-Midwife, in every caſe of danger or difficulty.

That every woman after admiſſion, ſhall in caſe of need, be ſupplied with medicine from the Hoſpital, provided the Phyſician Man-Midwife gives directions for the ſame in writing, but not otherwiſe.

That the Phyſician Man-Midwife do every Board day, or as often as he conveniently

ficiently can, make a report of the women who ſhall have been delivered in the preceding week, ſpecifying the name and place of abode of each woman, by whom delivered, and the ſex of the child or children.

That for every woman ſo delivered, five ſhillings be allowed to defray the charge of Midwives, coach hire, and other incidental expences.

That the boundaries to which this Charity ſhall extend, be ſettled, from time to time, by the Weekly Board.

Cancerous Patients.

Propoſals having been made to appropriate part of this Hoſpital for the reception of perſons afflicted with Cancer; which the Governors have agreed to.

A ward has been fitted up at the ſole expence of *one* Benefactor; who, actuated by the pureſt motives of benevolence towards this particular claſs of diſtreſſed individuals, and wiſhing only to make a handſome beginning, in the hope of many

Contributions from the charitably diſpoſed, to the farther extenſion of the plan, has ſettled the intereſt of £4000. in the Three per cent. Conſolidated Bank Annuities for ever, by way of endowment, and given £400. for fitting up a ward on the following conditions.

1st. That a ward, capable of holding ten or twelve beds, ſhall be completely fitted up and furniſhed.

2d. That the ward having been fitted up, and patients received, at leaſt ſix, if ſo many ſhould offer, ſhall there be conſtantly maintained. And the number of patients whether male or female hereafter admitted, ſhall be regulated by the fund of the new inſtitution, as that fund ſhall from time to time increaſe.

3d. That all Governors of this Hoſpital, may recommend perſons afflicted with cancer, as well as other patients.

4th. That perſons labouring under caſes of cancer, requiring operation, ſpreading ulcerated cancers, and cancers returning after operation; ſhall remain an unlimitted time, until relieved by art, or releaſed by death,

death, unleſs it ſhould be neceſſary to diſcharge them for ill behaviour.

5th. Out patients afflicted with cancer, to be relieved with advice and medicine.

6th. Any perſon making a donation of fifty pounds or upwards, to the particular eſtabliſhment for patients afflicted with cancer, ſhall be a governor of this Hoſpital for life,

7th. That all benefactions of twenty pounds and upwards, given for this expreſs purpoſe, ſhall be funded, and that all ſums of leſs amount, ſhall be applied towards immediately extending this inſtitution; and a ſeparate account ſhall be kept of all monies received and expended for this eſtabliſhment.

8th. That in conformity to the particular wiſh of the donor, the name of every patient admitted into the wards, fitted up for the reception of patients afflicted with cancer, ſhall be entered on a journal, and when in the judgment of the medical gentlemen of the Hoſpital, any extraordinary circumſtance ſhall occur, or any remedy be diſcovered, a record ſhall be

made and kept of the same, for the inspection of the public, agreeably to the spirit of the original paper, contained in the plan and deed of settlement of this institution.

9th. That no patient afflicted with cancer, and usually resident in the country, shall be admitted, unless previous application be made to the Weekly Board, to know whether there is room; and that with such application, a certificate shall be sent from one or more medical gentlemen of reputation of the case being cancerous, as the patients will be subject to rejection if it be found otherwise.

10th. That all patients received into the Hospital under this establishment, come decently cloathed, have a change of raiment, and find security if required, for a future supply.

11th. That no pauper be received from any parish, without security for maintenance in the Hospital, and removal when required.

Diet.

That the diet of the officers and ſervants of the Houſe, be daily a pound of meat; butter and cheeſe, of each two ounces; with ſuch allowance of bread and beer, as ſhall be thought neceſſary.

That the diet of the patients be under the direction of the medical gentlemen; ſubject always to the approbation of the Weekly Board.

That the Orders and Regulations herein contained, be the eſtabliſhed Laws of the Hoſpital; and, that no alteration be made in them, unleſs propoſed at one General Court, and confirmed by the next.

FINIS.

Diet.

That the diet of the officers and ſervants of the Houſe, be daily a pound of meat; butter and cheeſe, of each two ounces; with ſuch allowance of bread and beer, as ſhall be thought neceſſary.

That the diet of the patients be under the direction of the Medical gentlemen; ſubject always to the approbation of the Weekly Board.

That the Orders and Regulations herein contained, be the eſtabliſhed Laws of the Hoſpital; and, that no alteration be made in them, unleſs propoſed at one General Court, and confirmed by the next.

FINIS.